

## Quick Tips

The following is a list of tips for just a few of the plans being requested in y our application packet. It is recommended that at a minimum you should include the elements below in these plans.

### **Security Plan**

1. Written Program (Program Requirements, components, management structure)
2. Physical & Procedural Security Measures
3. Security Inspections
4. Security Risk Assessments
5. Vulnerable Security Areas
6. Restricted Areas
7. Employee Policies relating to security
8. General Access to Premises
9. Sign-in, sign-out, keys, access, passes and badging policy
10. Policy for access by Local Law Enforcement Agencies
11. Access Controls
12. Personnel Monitoring Measures
13. Security Force Standards, Requirements and responsibilities
14. Review & Evaluation of security system/policies
15. Specifications for Surveillance System
16. Locations of surveillance cameras and coverage areas
17. Safety policies

### **Sign and Advertising Plan**

1. Internal signs
2. External sign
3. Proposed advertising mediums including web based and social media
4. Detailed annual advertising plan
5. Samples of collateral materials, story boards and concepts
6. Proposed Business Logo
7. Business Plans

### **Accounting Plan**

1. How sales and inventory will be tracked on a daily, weekly and monthly basis
2. How the accounting information will be stored and safeguarded
3. See **Guidelines for Medical Marijuana Accounting Procedures**

### **Odor Control Plan**

1. An odor control concept plan must describe the approach and equipment to be utilized to contain, absorb and neutralize all odors emanating from the property and the field testing methodology to be utilized to determine the effectiveness of the odor containment/absorption/neutralization design. The plan must be prepared by a Nevada licensed mechanical engineer, an environmental engineer, or a similar professional discipline acceptable to the Building & Safety Director.

## **Environmental and Disposal Plans (State and City Operational Plans)**

### *Disposal of Marijuana Product*

1. Narrative detailing the method proposed for the destruction of any unused product
2. Description of the proposed documentation to track and verify destruction
3. Method of rendering product non-viable
4. Any transport plans of the non-viable product
5. The final destination of the non-viable product
6. Expired edibles and product tracking and destruction

### *Environmental & Sustainability Plans*

1. Adherence to Environmental Standards such as:
  - Ensure safe and proper disposal and storage of fertilizers, insecticides, herbicides, plant growth regulators and other chemicals associated with marijuana cultivation and production activities
2. Energy Conservation/Sustainable Measures such as:
  - Lighting equipment and controls
  - HVAC equipment and controls
  - Building envelope
  - Other products with Energy Star Seal
  - Plans for “daylighting”, using natural light to replace energy usage
  - Proposed licensed electrical contractor
  - Projected consumption plan for how much power will be needed for your operation and when you will be utilizing power. How you will modify your operations to utilize more off peak power? (FOR CULTIVATION APPLICATIONS ONLY)
3. Water Quality and Conservation Measures such as:
  - Proposed education of staff on conservation
  - Proposed outdoor and indoor water conservation measures and the equipment to be utilized
  - Training and methods for keeping storm drains free from any discharges

## **Background Information for Personal History Form**

Each Personal History Form must include:

1. An **original** letter from the local Police Department of every out-of-state jurisdiction in which you have lived for the past 10 years detailing any criminal records in their local files. (This requirement is for everyone with an ownership interest in the business as well as any management companies and management employees under contact)
2. All parties who complete a Personal History form must also include:
  - Copy of birth certificate (if US born)
  - Copy of Naturalization Certificate (if applicable)
  - Passport size photo 2x2 (head/shoulders)
  - Copy of driver license or state issued identification
  - Or any other documentation as required by the form

**IMPORTANT EXCEPTION:** In lieu of the background requirement listed under Number 1 (original letter from local police department for every out-of-state jurisdiction you have lived for the past 10 years) each Owner, Officer and Board Member of the proposed Medical Marijuana Establishment may submit a copy of their FBI Criminal History (Fingerprint) Background Report. This may take several days to complete and obtaining the reports through an FBI-approved Channeler may reduce the processing time. Additional information regarding this process and a list of FBI-approved Channelers may be obtained at the following website: <http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks>.

If you choose to provide this in lieu of the letters from the local Police Department you still must complete the entire Personal History Form and include every item detailed in number 2 or required by the form.